

PUBLIC HEALTH DEPARTMENT

DIRECTOR OF PATIENT SERVICES

SALARY: \$71,219 PLUS EXCELLENT BENEFITS

This is a professional administrative nursing position involving responsibility for planning, organizing, directing, coordinating and evaluating patient care services provided by certified home health agency or long term home health program through nursing and other staff employed directly or by contract. In addition, the position is responsible for the professional and financial operations of the agency, and have direct responsibility for and supervision of all personnel under his/her administrative jurisdiction in order to assure safe, effective and efficient patient case services. The work is performed under the general direction of the governing authority of the agency.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree in nursing from an approved program, or from a non-approved program supplemented by content which can be equated to an approved nursing program and either:

- A. Two years of experience as a Supervising Community Health Nurse in a certified home health agency or long-term health care program; or
- B. Four years of nursing experience in community health, public health or preventative health in a federal, state or local health agency or in a diagnostic treatment center, subchapter C non-occupant program, health maintenance organization, home health agency, long-term home health care program, hospice or respite care program*, two years of which shall have involved supervisory or administrative responsibilities regardless of title**; or
- C. Possession of a master's degree in nursing, health education, community health, public health or public administration and three years of experience as defined in (B) above, two years of which shall have involved supervisory or administrative responsibilities regardless of title.**

*Note: This includes experience as a Public Health Nurse or Community Health Nurse who served as term leader or coordinator of a program component involving supervision of Professional Nurse(s).

SPECIAL REQUIREMENT:

Candidates must possess a limited permit to practice or licensure and current registration to practice as a Registered Professional Nurse in New York State at time of appointment.

SEND RESUME/APPLICATION TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, NY 12020

Position may be filled provisionally pending results of a Civil Service examination to be scheduled at a later date.

RESUMES/APPLICATIONS ACCEPTED UNTIL SELECTION IS MADE.

“An Equal Opportunity Employer with an Affirmative Action Plan”

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